CHECKOUT LAUNCH CONTROL SYSTEM (CLCS) BUSINESS RECORDS

| PROCESS | BUSINESS RECORD TITLE | RESPONSIBLE FOR COMPLETION | FILE LOCATIO N (Office No.) | RETENTIO N PERIOD | ARCHIVE LOCATIO N | ARCHIVE PERIOD |
|---|---|----------------------------|--|---|-------------------------|-------------------|
| Property Management - Addition Of Newly Identified Items KDP-P-1180-BASIC | NASA Form 1618 (Found on Station (FOS) Equipment Investigation) | CLCS Property Custodian | PCC Rm 3084 | Until item is tagged and picked up on property account. | N/A | N/A |
| | NASA Form 1602 NASA Equipment Management System (NEMS) Transaction Document | CLCS Property Custodian | PCC Rm 3084 | Until item is no longer on Property Account | N/A | N/A |
| | CLCS Property.fp3 (database) | CLCS Property Custodian | PCC Rm 3084 | Until item is no longer on Property Account | N/A | N/A |
| | NASA Equipment Management System (NEMS) | NASA/LO-SOD-1 | NASA Wide (physical location unknown) | External/ Unknown | N/A | N/A |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Content Revised: 2/27/98

KDP-KSC-F-1147
Rev: Basic

KENNEDY SPACE CENTER BUSINESSS MANAGEMENT SYSTEM

Content Revised: 2/27/98

KDP-KSC-F-1147

Rev: Basic